



“Working Together”

M *
Atikameksheng
Anishnawbek
A *
Sagamok
Anishnawbek
M *
Serpent River
First Nation
A *
Mississauga
First Nation
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Thessalon
First Nation
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Garden River
First Nation
S *
Batchewana
First Nation
W *
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N *

**The
North
Shore
Tribal
Council**

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HEALTH PROGRAM:
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EMPLOYMENT OPPORTUNITY Indigenous Skills & Employment Training Program (ISET Program) Employment Development Officer

Mamaweswen, The North Shore Tribal Council invites applications for the ISET Program/Naadmaadwiuk Unit Employment Development Officer to work out of the NSTC Blind River Office and Atikameksheng Anishnawbek in Naughton, Ontario. The Employment Development Officer will report directly to the Indigenous Skills and Employment Training Unit Manager (ISET) of the North Shore Tribal Council.

Purpose and Scope:

The Employment Development Officer will develop employment and job opportunities and training initiatives for North Shore Tribal Council First Nations by engaging employers/institutions and identifying jobs that First Nation members could perform.

The Employment Development Officer will also provide employment assistance services to Atikameksheng Anishnawbek community members with advice and information on employment and training programs, expectations, educational options and community priorities.

Job Responsibilities:

- Source any and all placement opportunities and tracking employment trends in local and regional labour markets;
- Negotiate training subsidies/apprenticeships with employers;
- Network with other agencies regarding client referrals and service coordination;
- Research and locate prospective employers for employment and training opportunities
- Assist with the development of local and regional priorities for training opportunities for NSTC First Nation communities
- Promote the ISET Program for workforce development in all sectors
- Assist with identified regional initiatives associated with First Nation Human Resource planning
- Assist with development of First Nation Skills Inventory database initiative
- Provide Labour Market Information reports to ISET Program First Nation communities
- Assists with Capacity Building initiatives for ISET/Sub Agreement Holders
- Database entry using ARMS data management system and reporting statistics on a quarterly basis
- Provide employment counselling and referral services to membership of Atikameksheng Anishnawbek;
- Reviews client information, interviews clients and determine skills and abilities;
- Develop and negotiates applications for funding under ISET/Naadmaadwiuk programs which are consistent with the ISET Program strategy.
- Analyzes and makes recommendations for funding for eligible activities for Atikameksheng Anishnawbek members
- Monitors Atikameksheng Anishnawbek trainee contractual agreements and ensures compliance;
- Monitor and evaluates client/job placements and reports for file case management;

- Provide career coaching to assess individuals and groups in order for them to make informed career choices. In making the assessment, the Employment Development worker will be required to review with the client; a realistic goal and the ability to research alternative occupational choices.
- Assist Atikameksheng Anishnawbek members and/or groups with job search techniques. This entails assisting with development of resume, cover letter writing, labour market research, interview skills etc.
- Liaise with the Atikameksheng Anishnawbek community development team on the planning and coordination of training and employment initiatives.
- Assist with the development and delivery of training and employment initiatives to Atikameksheng Anishnawbek members that lead to employment

Qualifications:

- Post Secondary education in social sciences, humanities, social services, business administration or related discipline and/or a min of 2 years experience working in a related field;
- Minimum of two years work experience in employment counseling services and/or experience in relevant counseling role;
- Knowledge of NSTC ISET employment and training programs and services offered;
- Understanding of First Nations Comprehensive Community Plan and Economic Development initiatives to support First Nation with community development;
- Facilitation skills for workshop delivery and design;
- Experience working with First Nation communities
- Strong administrative and organizational skills,
- Strong written and oral communication skills,
- Possess Research and analytical skills
- Excellent computer skills (Microsoft office applications and databases)
- Adherence to Privacy Laws and respect of confidential information
- Financial experience (budgeting, forecasting, monitoring, and reporting)
- Successful clearance of ESDC/Service Canada Security Clearance
- Must have a valid driver's license and ability to travel

Application Deadline: No later than 4:00 p.m. on April 5, 2019

Send letter of application, resume, three (3) letters of references and CPIC, along with copies of Diplomas and Certificates to:

annie@mamaweswen.ca

**Annie Austin, ISET/Naadmaadwiuk Unit Manager
Mamaweswen, THE NORTH SHORE TRIBAL COUNCIL
473 Hwy 17. Cutler, ON P0P 1B0**

Full Job Description Available Upon Request

******Only those who qualify for an interview will be contacted***
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